

# GULF COAST COMMUNITY FOUNDATION

Want a rewarding career that gives back to our community? Then, join the team at Gulf Coast Community Foundation, where our values of **Authenticity, Collaboration, Curiosity, Trailblazing, and Grit** drive our bold, proactive philanthropy. Together with our donors, we transform our region and envision thriving communities with opportunities for all.

We are looking for a highly skilled **Accounting Assistant** to perform essential financial duties such as accounts payable, accounts receivable, credit card reconciliation, gift processing, and cash receipts. This is a full-time position reporting to the Senior Accountant with a salary range of \$21.50-\$26.00 per hour and a comprehensive benefits package.

**To be successful in this role**, you'll need 5+ years of accounting/financial experience (college degree preferred), proficiency in Excel, strong analytical, problem-solving, prioritization, and organizational skills, attention to detail and accuracy, and an ability to work independently while collaborating effectively with teams.

**Excellent benefits** include medical, dental, vision, short- and long-term disability, life insurance, and a 401k with employer match (many of which are fully paid by the Foundation). Plus, 200 hours of paid time off and 12 paid holidays per year, cell phone reimbursement, and many others.

**Exceptional Culture:** You'll be empowered to deliver exceptional service while working in a dynamic, hybrid environment. Our collaborative culture encourages accountability, trust, clarity, and alignment while fostering teamwork, innovation, and professional growth. Our employees are empowered to take measured risks and push confidently into the future together.

Status: Full-time, Non-Exempt, Hourly

**Salary Range:** \$21.50 to \$26.00 per hour

**To see the full job description and learn more**, visit [GulfCoastCF.org/careers](https://GulfCoastCF.org/careers)

**To Apply: Send resume to:** [jointheteam@gulfcoastcf.org](mailto:jointheteam@gulfcoastcf.org)

Headquartered in Venice, FL and with a second office in downtown Sarasota, FL, Gulf Coast Community Foundation was founded in 1995 to serve our community - forever. Together with generous donors, dedicated community partners, and an innovative team of talented employees, Gulf Coast identifies the needs of our community and leads strategic efforts to transform them. The Foundation has surpassed granting over \$575 million in the areas of: health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more, visit [GulfCoastCF.org](https://GulfCoastCF.org) and follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#).